

**ELECTRONIC PAYMENT OF FILING FEES
VIA
CM/ECF AND THE INTERNET**

Beginning **October 1, 2006**, the US Bankruptcy Court for the Southern District of Alabama will only accept payment of filing fees for new cases or other documents requiring fees via electronic means. This means using Pay.gov and your credit or debit card for payment of these fees. The following pages briefly describe the screens you will see when filing documents with CM/ECF and using a credit/debit card for payment of applicable fees. The software will provide you with a greater degree of security when using your credit/debit card to pay filing fees, enable you to file multiple cases/documents before entering your card information and paying and reports to track your payment activity.

PLEASE REVIEW THE ATTACHED SCREENS YOU WILL SEE WHEN USING YOUR CREDIT/DEBIT CARD FOR PAYMENT OF FEES.

- **Payment of Filing Fees over the Internet**

The U. S. Treasury is changing the way it processes credit card payments. The Web site to which CM/ECF currently connects will be disabled on September 30, 2004; therefore, all courts which are using the Internet payment module must upgrade to Version 2.5 by then. The portions of the payment process that are a part of CM/ECF remain the same (except for minor modifications); however, there are now multiple screens for the U. S Treasury process. [Note that the CM/ECF user sees only steps 2 and 3 of the standard four steps listed on the right of the screen; CM/ECF supplies its own payment confirmation.] The first screen prompts for credit card information:

Enter Payment Information

Cardholder Name: *
 Address: *
 Address 2:
 City:
 State: OR- Province / Region / County:
 Country: (Instead of state, if necessary)
 Zip Code: *
 Card Type: Visa *
 Card Number: *
 Security Code:
 Expiration Date: /
 Payment Amount: \$150.00 *

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
3. Authorize Payment / Payment Summary
4. Payment Confirmation

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Cardholder name, the first address line, and zip code default to the values shown in the CM/ECF utilities "Maintain Your ECF Account" and "Maintain User Accounts". Attorneys should be made aware that 1) there is no verification of these values by pay.gov; and 2) changing any of these fields on the pay.gov screen does not affect their CM/ECF data, so any needed changes should be made via "Maintain Your ECF Account".

When the attorney clicks the *Continue* button, a summary screen is displayed:

Pay.gov - Payment Summary and Authorization - Microsoft Internet Explorer

Payment Summary and Authorization

Cardholder Name:	AOUSC tester	Plastic Card Payment Steps 1. Select Payment Type 2. Enter Payment Information 3. Authorize Payment / Payment Summary 4. Payment Confirmation
Address:	123 Main St.	
Address 2:		
City:	Kensington	
State:	MD	
Country:		
Zip Code:	20895	
Card Type:	Visa	
Card Number:	*****1111	
Expiration Date:	3 / 2005	
Payment Amount:	\$150.00	
Current Date and Time:	06/09/2004 09:55 AM	

Authorization*
☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request
To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

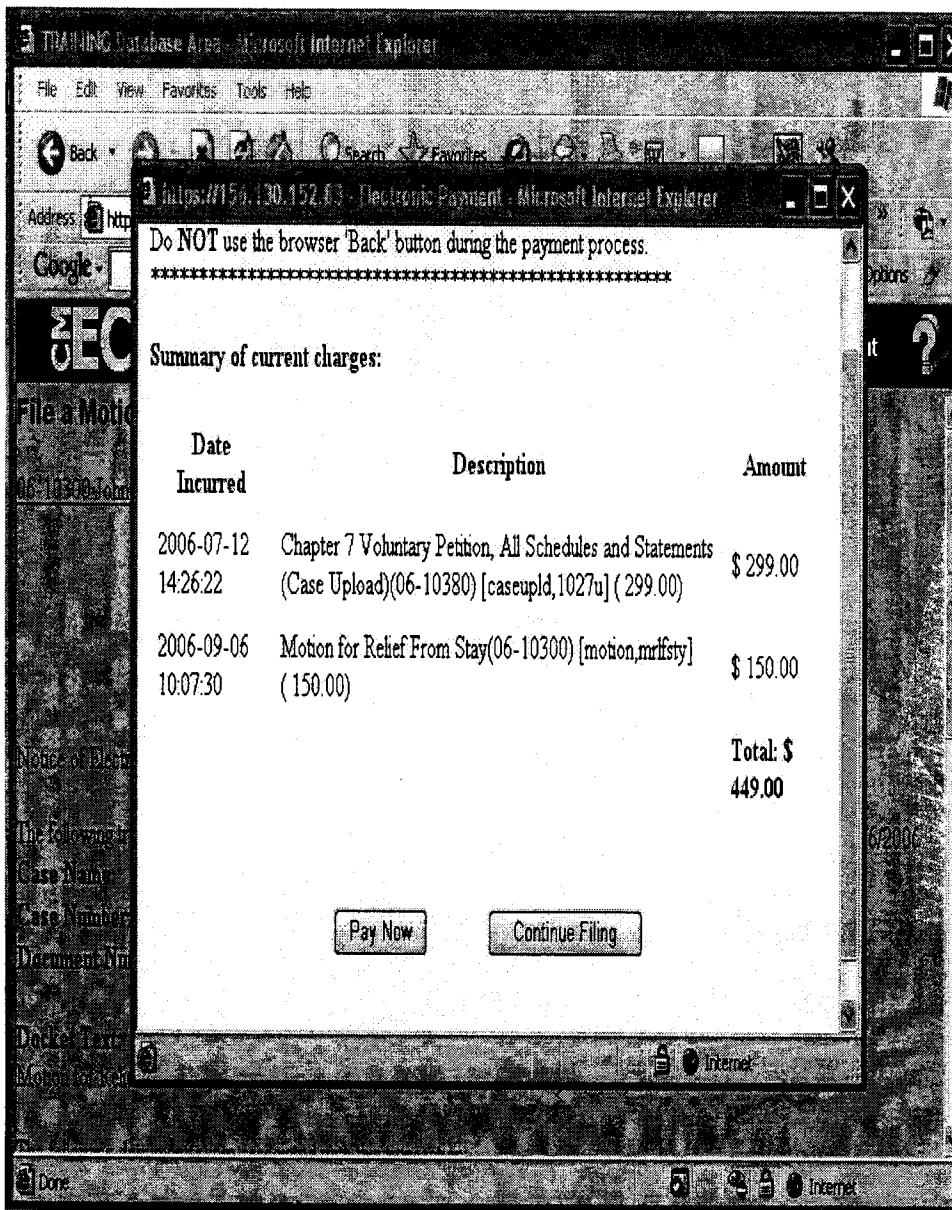
Email Address:

Re-enter Email Address to Confirm:

Make Payment **Cancel** **Continue**

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

The attorney must click the Authorization checkbox before clicking the *Make Payment* button. If processing is successful, a receipt generated by CM/ECF is displayed; the receipt now has a link for printing, and the transaction number has a different format (if the attorney entered an email address screen shown above, he will also receive a receipt from Pay.gov).



If you are going to be filing multiple documents that require a fee, you can click on **“Continue Filing”** until you are finished filing. Once you click on **“Pay Now”** you will be able to pay all your fees and only have to enter your credit card information one time.

You can also print a report of all payments you have made via your credit card by selecting **“Internet Payment History”** from the Utilities menu. You are able to select the date range you wish to view. There is no charge for this report. A sample of the report follows on the next page.

U.S. Bankruptcy Court
Southern District of Alabama Training Database
Internet Payment History for Attorney12 , Test
1/6/2005 to 9/6/2006

Date Paid	Description	Payment Method	Receipt #	Amount
2006-04-21 08:31:23	<p>Motion to Abandon (03-10001) [motion,mabn] (150.00)</p> <p>Chapter 7 Voluntary Petition, All Schedules and Statements (Case Upload)(05-10163) [misc,1027u] (274.00)</p> <p>Chapter 7 Voluntary Petition, All Schedules and Statements (Case Upload)(05-10163) [misc,1027u] (274.00)</p> <p>Chapter 7 Voluntary Petition, All Schedules and Statements (Case Upload)(06-10295) [misc,1027u] (299.00)</p> <p>Chapter 7 Voluntary Petition, All Schedules and Statements (Case Upload)(06-10297) [caseupld,1027u] (299.00)</p> <p>Motion to Abandon (04-10001) [motion,mabn]</p>			

	(150.00) Chapter 13 Voluntary Petition, All Schedules and Statements (Case Upload)(06-10300) [caseupld,1305u] (274.00)	credit card	21034	\$1720.00
2006-06-06 09:36:16	Chapter 7 Voluntary Petition, All Schedules and Statements (Case Upload)(06-10352) [caseupld,1027u] (299.00) Complaint(06-01012) [cmp,cmp] (250.00) Chapter 7 Voluntary Petition, All Schedules and Statements (Case Upload)(06-10350) [caseupld,1027u] (299.00) Involuntary Petition (Chapter 7)(06- 10362) [misc,invol7a] (299.00) Voluntary Petition (Chapter 7)(06- 10373) [misc,volp7a] (290.00) Chapter 7 Voluntary Petition, All Schedules and Statements (Case Upload)(06-10371) [caseupld,1027u] (299.00) Chapter 7 Voluntary			

	Petition, All Schedules and Statements (Case Upload)(06-10372) [caseupld,1027u] (299.00)	credit card	21582	\$2035.00
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